



**General Services Administration
Human Resources & Equal Employment
Opportunity Services
Federal Supply List Schedule 738X
Authorized Federal Supply Schedule Price List**

Contract Number: GS-02F-0083V

Contract Period: March 24, 2014 – March 23, 2019



GAP Solutions, Inc.

205 Van Buren Street
Suite 205
Herndon, VA 20170
Phone: 703-707-2090 Fax 703-707-0400
www.gapsi.com



Contact
Edsson F Contreras
Contracts Manager
703-707-2090
econtreras@gapsi.com

Business Size: Other than Small
DUNS: 12-043-9869

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system.
The Internet address for GSA Advantage!™ is: <http://www.GSAAdvantage.gov>

Company Overview

Established in 1999, GAP Solutions has experienced years of continuous growth and success by focusing on delivering quality mission support services to our federal clients. GAP Solutions corporate headquarters is located in Herndon, VA, with over 500 employees providing critical professional services throughout the United States.

GAP Solutions serves as a trusted partner to our customers. The strength of our reputation is founded on our ability to define, tailor, and deliver the resources our customers need. GAP Solutions is dedicated to our service commitments and has earned a reputation for service excellence. GAP Solutions holds an ISO 9001:2008 Certificate of Registration for our Quality Management System (QMS). Our ISO 9001:2008 QMS ensures consistent quality and value add to our government customers. Our ISO program establishes the quality assurance policies and documented procedures required for effective, standardized operations. The program requires adherence to ISO International Standards and promotes services that are reliable, high quality, and that will achieve customer satisfaction.

Corporate Services

GAP Solutions, a mission solutions provider, works as a trusted partner with the federal government to develop and implement solutions to their complex challenges. Our diverse service offerings are highlighted below.

SECURITY AND INFORMATION MANAGEMENT

GAP Solutions supports national security, law enforcement, and the warfighter through our contribution to the business processes of agencies focused on security oversight and education.

INFORMATION TECHNOLOGY SERVICES

GAP Solutions delivers high caliber information technology solutions to our customers. Experience includes help desk operations, Section 508 compliance, social media management, data analysis, audio-visual, video, and teleconferencing services, and website development and maintenance.

SCIENTIFIC RESEARCH, ANALYSIS, AND POLICY DEVELOPMENT

GAP Solutions serves as a strategic partner conducting research, carrying out evaluations, measuring performance, and making policy recommendations for our civilian and defense customers.

EMERGENCY MANAGEMENT

GAP Solutions delivers expertise and mission solutions to multiple federal agencies focused on preparing for, responding to, and recovering from disasters.

PROCESS MANAGEMENT

GAP Solutions delivers mission critical outsourcing, process management, and supply chain management to our Defense and Federal Civilian customers.

HUMAN RESOURCES SERVICES

GAP Solutions helps Federal clients accomplish mission critical work, providing varying levels of Human Resources support. Our staff play an integral role in supporting personnel management and actions from the creation of job announcements, recruitment, and on-boarding of government staff. Additionally, GAP Solutions subject matter experts assist with division specific readiness

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through counseling and advising of management on the most efficient use of organizational HR and staffing resources.

Human Resources Schedule Offerings

GAP Solutions helps Federal clients accomplish mission critical work, providing varying levels of Human Resources support. Our staff play an integral role in supporting personnel management and actions from the creation of job announcements, recruitment, and on-boarding of government staff. Additionally, GAP Solutions subject matter experts assist with division specific readiness through counseling and advising of management on the most efficient use of organizational HR and staffing resources. GAP Solutions' experience providing Human Resources services includes support to the Department of Health and Human Services, National Aeronautics and Space Administration, and Department of Defense. GAP Solutions' policies, procedures, and plans enable our team to fulfill requirements. We utilize our proven recruitment methodology, quality control plans, standard operating procedures, and our integrated program management system to ensure we fulfill all requirements to the satisfaction of our customer.

Human Resources Services:

- Administrative level HR support
- Employee Relations
- Employee Training and Management
- Recruitment and Internal Placement
- Subject Matter Expertise

Other GAP Solutions GSA Schedules:

The Professional Services Schedule GS-00F-076CA

SINS: 874-1	874-507
874-7	C595-21
874-501	C132-51

The Office, Imaging and Document Solution (Schedule 36) GS-03F-027BA

SIN: 51-504	51-600
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General Purpose Commercial Information Technology (IT) Equipment Services GS-35F-0514M

SIN: 132-51

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1a. Awarded Special Item Numbers

SIN	SIN Description
595-21	Human Resources Services
595-27	HR Support: Pre-Employment Background Investigations

1b. Pricing List: The following labor rates are applicable to SIN 595-21 and 595-27.

SIN	Labor Category	Hourly Labor Rate
595-21 & 595-27	Human Resource Assistant II	\$34.17
595-21 & 595-27	Human Resource Consultant I	\$49.31
595-21 & 595-27	Human Resource Consultant II	\$59.69
595-21 & 595-27	Human Resource Consultant III	\$76.20
595-21 & 595-27	Human Resource Consultant IV	\$88.16
595-21 & 595-27	Subject Matter Expert I	\$104.69
595-21 & 595-27	Subject Matter Expert II	\$139.74
595-21 & 595-27	Subject Matter Expert III	\$166.05
595-21 & 595-27	Human Resource Specialist I	\$47.18
595-21 & 595-27	Human Resource Specialist II	\$54.58
595-21 & 595-27	Human Resource Specialist III	\$65.77
595-21 & 595-27	Project Manager	\$95.48
595-21 & 595-27	Sr Training Specialist	\$147.82
595-21 & 595-27	Training Coordinator I	\$31.52
595-21 & 595-27	Training Coordinator II	\$35.67
595-21 & 595-27	Training Coordinator III	\$39.46
595-21 & 595-27	Training Specialist I	\$58.16
595-21 & 595-27	Training Specialist II	\$69.16
595-21 & 595-27	Recruitment & Placement Specialist	\$57.85

1c. Labor Category Descriptions

JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Human Resource Assistant II	Provides support under the guidance of supervision in all functional areas of human resources, including recruitment and employment, personnel records, employee and labor relations, job evaluation, compensation management, benefits administration, training and administrative duties.	Associates Degree or BA/BS degree in Human Resources, Business or related field.	2-4 years of experience with an Associate's Degree or 0-2 years of experience with a BA/BS degree in related field
Human Resource Consultant I	Functions as a liaison between the human resources division and other departments, and groups to facilitate the achievement of current and future business objectives. Consultants responsibilities can include: employee relations, performance management, and compensation practices, research and analysis, developing strategies for retaining and upgrading workforce, provide group facilitation, presentations, organizational development, and review and improve human resource policies and procedures.	Bachelor's degree in Human Resources, Business, Management or other related field.	5 years of experience with a bachelor degree or 10 years of experience without a degree. May substitute MS degree for 2 years of experience.

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JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Human Resource Consultant II	Functions as a liaison between the human resources division and other departments, and groups to facilitate the achievement of current and future business objectives. Consultant responsibilities can include: Performance Management, Employee Relations, Talent Development, Workforce Planning, Retention Planning, Employee Engagement Action Planning, Strategic Business Priorities, Restructuring, Skills Assessments, and HR Compliance Reporting. May be responsible for creating and rolling out new human resource materials and policies such as employee handbook, annual reviews, policies and procedures, etc.	Bachelor's degree in Human Resources, Business, Management or other related field.	5-10 years of experience with a bachelor degree or 15 years of experience without a degree. May substitute a MS degree for 2 years of experience.
Human Resource Consultant III	Functions as a liaison between the human resources division and other departments, and groups to facilitate the achievement of current and future business objectives. Consultant's responsibilities can include: Performance Management, Employee Relations, Talent Development, Workforce Planning, Retention Planning, Employee Engagement Action Planning, Strategic Business Priorities, Restructuring, Skills Assessments, and HR Compliance Reporting. May be responsible for creating and rolling out new human resource materials and policies such as employee handbook, annual reviews, policies and procedures, etc. Serves as a team leader handling multiple projects. May be required to oversee staff.	Bachelor's degree in Human Resources, Business, Management or other related field.	10-15 years of experience with a bachelor degree or 15 years of experience without a degree. May substitute a MS degree for 2 years of experience. Must have a PHR or SPHR.
Human Resource Consultant IV	Senior Member leading a team to accomplish projects. Consultants responsibilities can include: employee relations, performance management, and compensation practices, research and analysis, developing strategies for retaining and upgrading workforce, provide group facilitation, presentations, organizational development, and review and improve human resource policies and procedures. Serves as a consulting member and may lead multiple tasks/projects. Creates methodologies and strategic plans.	Bachelor's degree in Human Resources, Business, Management or other related field.	15 plus years of experience with a BA or BS or 24 plus years of experience without a degree. May substitute a MS degree for 2 years of experience. Must have a PHR or SPHR.
Subject Matter Expert I	Responsible for providing expertise on specific projects including to but not limited to: compensation analysis, employment and retention, research and analysis, performance appraisals/plans, evaluation of human resource policies and procedures, creating reports of findings, facilitating small working groups, designing schedules, conducting analyses, writing reports and preparing presentations.	Bachelor's degree in Human Resources, Business or other related field.	5-10 years of experience with a bachelor degree or 15 years of experience without a degree. May substitute a MS degree for 2 years of experience.

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JOB TITLE	FUNCTIONAL RESPONSIBILITY	MINIMUM EDUCATION	MINIMUM EXPERIENCE
Subject Matter Expert II	Responsible for providing expertise on specific projects including to but not limited to: compensation analysis, employment and retention, research and analysis, performance appraisals/plans, evaluation of human resource policies and procedures, creating reports of findings, facilitating small working groups, designing schedules, conducting analyses, writing reports and preparing presentations.	Bachelor's degree in Human Resources, Business or other related field.	10-15 years of experience with a bachelor degree or 20 years of experience without a degree. May substitute a MS degree for 2 years of experience. Must have a PHR or SPHR.
Subject Matter Expert III	Responsible for providing expertise on specific projects including to but not limited to: compensation analysis, employment and retention, research and analysis, performance appraisals/plans, evaluation of human resource policies and procedures, creating reports of findings, facilitating small working groups, designing schedules, conducting analyses, writing reports and preparing presentations. Identifies problems and develops recommendations. Keeps government authorities, and management abreast of any problems or solutions.	Bachelor's degree in Human Resources, Business, Management or other related field.	15 plus years of experience with a bachelor degree or 24 plus years of experience without a degree. May substitute a MS degree for 2 years of experience. Must have a PHR or SPHR.
Human Resource Specialist I	Responsible for managing the day-to-day operations of the Human Resource Office. Responsibilities include functional areas such as departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.	Bachelor's degree in Human Resources, Business or other related field.	0-3 years of experience with a BA or BS degree.
Human Resource Specialist II	Responsible for managing the day-to-day operations of the Human Resource Office. Responsibilities include functional areas such as departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.	Bachelor's degree in Human Resources, Business or other related field.	2-4 years of experience with a BA or BS degree. May substitute a MS degree for 2 years of experience.
Human Resource Specialist III	Responsible for managing the day-to-day operations of the Human Resource Office. Responsibilities include functional areas such as departmental development, Human Resource Information Systems (HRIS), employee relations, training and development, benefits, compensation, organizational development, and recruitment and employment.	Bachelor's degree in Human Resources, Business or other related field.	4-8 years of experience with a BA or BS degree. May substitute a MS degree for 2 years of experience. Must have a PHR or SPHR.
Project Manager	Function as main point of contact for project inquires and issues. Responsibilities include but not limited to: creating and executing project work plans and revising as needed, setting deadlines, assigning responsibilities, monitoring and summarizing progress of project, managing day-to-day operational aspects of project and scope, reviewing deliverables prepared by team, preparing for engagement reviews and quality assurance	Bachelor's degree in Human Resources, Business, Management or other related field.	10-15 years of experience with a BA or BS degree or 24 plus years of experience without a degree. May substitute a MS degree for 2 years of experience.

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	procedures, managing project budget, analyzing project profitability, revenue, margins, bill rates and utilization, confirming project documents are complete, current, and stored appropriately, and preparing reports for upper management regarding status of project.		
SR Training Specialist	Function as lead trainer in ensuring that consistent, high quality training is developed and implemented; participates in the analysis, design, development, and facilitation of training efforts and integrates best practices; focuses on training programs that will increase the performance of individuals and various departments/units served; develops and implements organizational development services; coordinates programming for professional development; and evaluates and reports on program effectiveness. Conduct the research necessary to develop and revise training courses and prepares appropriate training materials. Responsible for preparing all instructor materials (course outline, background material, and training aids) and student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms), training personnel by conducting formal and informal classroom courses, workshops, and seminars, and providing functional guidance, supervision, technical support, training and quality assurance/quality control to junior personnel.	Bachelor's degree in Human Resources, Organizational Development, Education, or related field.	10-15 years of experience with a bachelor degree or 20 years of experience without a degree. May substitute a MS degree for 2 years of experience.
Training Coordinator I	Responsible for supporting all aspects of training including set-up, assigned delivery of specific training information, and follow-up. Duties include: collaborating and communicating with manager to achieve training goals through prepared materials, assisting in preparing materials through verbal and written material such as PowerPoint and handouts, assembling and shipping training materials to designated training sites, maintaining training materials in virtual office, tracking employee participation, generating certificates of completion, and troubleshooting, as needed, assisting with day of train such as the distribution of classroom materials, to trainees, assisting with reviewing and updating training modules, assisting with managing the training sessions, as directed by Trainer and performing other duties as assigned.	Bachelor's degree in Human Resources, Organizational Development, Education, or related field.	0-2 years of experience with a BA or BS degree or 2-4 years of experience with an Associate's degree.
Training Coordinator II	Responsible for supporting all aspects of training including set-up, assigned delivery of specific training information, and follow-up. Duties include: collaborating and communicating with manager to achieve training goals through prepared materials, assisting in preparing materials through verbal and written material such as PowerPoint and handouts, assembling and shipping training materials to	Bachelor's degree in Human Resources, Organizational Development,	2-4 years of experience with a BA or BS degree or 4-6 years of experience with an Associate's degree.

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	designated training sites, maintaining training materials in virtual office, tracking employee participation, generating certificates of completion, and troubleshooting, as needed, assisting with day of train such as the distribution of classroom materials, to trainees, assisting with reviewing and updating training modules, assisting with managing the training sessions, as directed by Trainer and performing other duties as assigned.	Education, or related field.	
Training Coordinator III	Responsible for supporting all aspects of training including set-up, assigned delivery of specific training information, and follow-up. Duties include: collaborating and communicating with manager to achieve training goals through prepared materials, assisting in preparing materials through verbal and written material such as PowerPoint and handouts, assembling and shipping training materials to designated training sites, maintaining training materials in virtual office, tracking employee participation, generating certificates of completion, and troubleshooting, as needed, assisting with day of train such as the distribution of classroom materials, to trainees, assisting with reviewing and updating training modules, assisting with managing the training sessions, as directed by Trainer and performing other duties as assigned. Coordinator may assist with conducting training as needed.	Bachelor's degree in Human Resources, Organizational Development, Education, or related field.	4-8 years of experience with a BA or BS degree.
Training Specialist I	Responsible for ensuring that consistent, high quality training is developed and implemented. Responsibilities include assisting with developing, delivering, and evaluating training programs (including on-line courses, self-study, and blended learning opportunities) for support, professional, and managerial staff, coordinating training activities, schedules, and instructors for professional development programming and performing special projects and other duties as assigned.	Bachelor's degree in Human Resources, Organizational Development, Education, or related field.	2 plus years of experience with a BA or BS degree. May substitute a MS degree for 2 years of experience.
Training Specialist II	Responsible for ensuring that consistent, high quality training is developed and implemented. Responsibilities include assisting with developing, delivering, and evaluating training programs (including on-line courses, self-study, and blended learning opportunities) for support, professional, and managerial staff, coordinating training activities, schedules, and instructors for professional development programming and performing special projects and other duties as assigned.	Bachelor's degree in Human Resources, Organizational Development, Education, or related field.	2-4 years of experience with a BA or BS degree. May substitute a MS degree for 2 years of experience.
Recruitment & Placement Specialist	Supports recruiting and staffing efforts within company and division. Responsibilities include: sourcing for qualified candidates through job boards, career fairs and research, determine candidate eligibility (discussing qualifications, position details, agency details, salary requirements, etc.), and perform phone and in	Bachelor's degree in Human Resources, Business or other related field.	2-4 years of experience with a BA or BS degree. May substitute a MS degree for 2 years of experience.

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	person interviews. Specialist will need to match candidate qualifications with Performance Work Statement (PWS)/Statement of Work (SOW). Specialist may also be responsible for creating/writing job descriptions, posting jobs on line and in print, making verbal offers, checking references and preparing various documents such as contingent offer letters and non-disclosure agreements and identifying and presenting necessary training programs for recruiting staff development. May serve as a team lead or supervisor.		

2. Maximum Order: \$1,000,000.00

3. Minimum Order: \$300.00

4. Geographic Coverage: Domestic Only

5. Points of Production: Same as company address

6. Discount from list prices or statement of net price: Government Prices (discounts already deducted)

7. Quantity discounts: To be negotiated at purchase

8. Prompt payment terms: 0% Net 30 days

9a. Notification that government purchase cards are accepted at or below the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Will accept over \$3,000

10. Foreign items: None

11a. Time of delivery: Specified on the task order

11b. Expedited Delivery: Items available for expedited delivery are notes in this price list

11c. Overnight and 2-day delivery: Specified in task order

11d. Urgent Requirements: Please contact GAP Solutions

12. FOB Points: Destination

13a. Ordering Address: Same as company address.

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR)

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8.405-3. The ordering procedures for supplies and services, information on BPA's, and a sample BPA can be found at the GSA/FSS Schedule homepage at <http://fsa.gsa.gov/schedules>.

14. Payment address (es): Same as company address

15. Warranty provision: Contractor's standard commercial warranty

16. Exporting Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance: Please contact GAP Solutions

18. Terms and conditions of rental, maintenance and repair: N/A

19. Terms and conditions of installation: N/A

20a. Terms and conditions of repair parts indicating date of parts lists and any discounts from list prices: N/A

20b. Terms and conditions for any other services: N/A

21. List of service distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes: N/A

24b. If applicable, indicate that Section 508 compliance information is available on electronic and information technology (EIT) supplies and services and show where full details can be found: N/A

25. Data Universal numbering System DUNS Number: 120439869

26. Notification regarding registration in Central Contractor Registration: Contractor is registered in the System for Award Management (SAM).